



ATLANTA

DIRECTOR BUREAU OF BUILDINGS

SALARY RANGE: \$64,262 - \$93,821

Salary Grade 35 (Salary Negotiable)

Excellent benefit package-Includes vehicle and relocation costs

Duties

The City of Atlanta is seeking a progressive individual with management experience to lead our fast paced Bureau of Buildings' operations. This employee manages and directs all administrative and technical staff; coordinating the permit approval process through review of plans and maintenance of all approved building permits and impact fees; ensuring safe construction, interpreting building codes, technical codes, and zoning ordinances; performing emergency evaluations; preparing City Council legislation; overseeing the City's Tree Ordinance; and making zoning presentations before appropriate boards. Candidates should be creative managers with strong organizational skills who blend the best aspects of leadership. Should also possess a commitment to customer service and building a strong relationship with the community and other stake holders.

Certificates and Licenses

Licensed Professional Engineer is desired. Candidates applying must present a valid GA driver's license at the time of appointment. License must remain valid while in this classification.

Minimum Job Requirements

Persons applying must possess a Bachelor's degree in Civil, Structure, or Architectural Engineering, Community Development or related field, a Master's Degree is preferred; five years of progressively responsible planning and development management experience; or any equivalent combination of education, training, and experience which provides the requisite knowledge skills, and abilities for this job. Supervisory experience required.

The Application Procedure

Resumes will be accepted beginning August 1, 2005 until vacancy is filled.

Our office hours are from 8:30 a.m. 4:30 p.m., Monday through Friday.

Mail Resumes to:

City of Atlanta

Department of Human Resources

68 Mitchell Street SW, Suite 2107

Atlanta, GA 30303

Email Resumes to: DKIMES@ATLANTAGA.GOV

(404) 330-6733 Phone

Fax Resumes to: (404) 658-1129

To download an application visit us at: WWW.ATLANTAGA.GOV

Equal Employment Opportunity Employer

The City of Atlanta is an Equal Opportunity Employer and does not discriminate on the basis of Race, Sex, Age, National Origin, Religion, Sexual Orientation, Gender Identity or Physical/Mental Disability(Except where physical requirements constitute a bona fide occupational qualification.)

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